Student Fees and Charges Policy

PURPOSE
MADEC is committed to providing students access to training services that are competitive and at a reasonable cost. MADEC sets and collects fees and charges for its services and facilities, including providing tuition fee waivers/exemptions, concessions and financial support to eligible students in accordance with relevant regulatory, contractual and business requirements.

SCOPE
This policy applies to fees and charges applicable to the provision of training delivery including students undertaking training under relevant government training contracts and students paying full fees.

RESPONSIBILITIES
The Community College Manager and the SA Training and Education Manager have overall responsibility for ensuring compliance with this procedure.

DEFINITIONS
Accredited Program Programs which provide state and/or national recognition in accordance with the Australian Quality Framework
Amenities Fee A compulsory non-academic fee for some training programs for the purpose of providing services and facilities to students.
Eligible Student A student who is entitled to a government subsidised place in an accredited program.
Full Fees A fee charged on a full cost recovery basis as defined by the Community College. This fee may be due to not being eligible for a government subsidised place or the course is non-accredited.
Materials Fee A fee charged that covers the cost of items such as class materials, textbooks, learner guides, resources and other incidentals that are kept by the student as their personal property.
Tuition Fees A fee set by MADEC which is calculated based on a defined hourly rate. The rate will vary according to the level of government subsidy, if any.

OBJECTIVES
Tuition fees and other fees associated with training delivery will be delivered in accordance with relevant regulatory, contractual and business requirements.
Other course fees for subsidised and non-subsidised training will be set as necessary to recover costs associated with the delivery of the training such as an amenities fee and materials fee.
Fees will only be calculated and charged for the hours in which the student is enrolling that will be undertaken in that enrolment period.

MADEC will allow tuition fee waivers/exemptions and concessions in accordance with relevant regulatory, contractual and business requirements. Tuition Fee concessions may apply if a student holds one of the following concession cards:

1. Commonwealth Health Care Card
2. Pensioner Concession Card
3. Veterans’ Gold Card

The concessions provided for (1) and (2) also apply to the dependent spouse or dependent child of the card holder.
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Students claiming a concession must provide evidence they are eligible for the concession at the time of enrolment, otherwise full fees will be charged. The concession fee is calculated as 20% of the total tuition fee.

Concession fees are not available for students enrolling into Diploma or Advanced Diploma courses.

If you are an Indigenous student you will pay only the concession fee rate regardless of which course you are enrolling into.

Each individual will be supplied with a Statement of Fees, being an itemised list of all fees and materials required prior to enrolment. Payment maybe made under a Payment Plan refer: Payment Plan Procedure.

Course fees are set out clearly in MADEC’s Course Pricing Schedule which is publicly available via the MADEC website.

MADEC will ensure that fees and charges are collected and administered in accordance with the provisions of applicable legislative and contractual requirements.

REFERENCES
Victorian Training Guarantee Program 2014-16 Service Agreement
Victorian Training Guarantee 2014 Guidelines about Fees
Skills for All Contract

Custodian
Community College Manager